

Statement of Work

For

General Materials or Services

Title: Assessment Support Services for Quality Assurance Activities

Date: 2/7/2022

Revision Number: 0

Requisition Number: 357285

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1 INTRODUCTION / BACKGROUND

The Department of Energy, Richland Operations Office, (DOE-RL) manages the Hanford Site working toward protecting the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations, access and use. This is accomplished by work performed by contractors and subcontractors, to ensure the safety of Hanford cleanup.

As a Prime Contractor to the U.S. Department of Energy, Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE-RL and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

HMIS Quality Assurance (QA) is responsible for providing management of the HMIS quality program as well as internal oversight support to other HMIS organizations, in accordance with 10 CFR 830, Subpart A, *Quality Assurance Requirements*, DOE O. 414.1D, *Quality Assurance* and DOE O. 226.1B, *Implementation of Department of Energy Oversight Policy*. To support this effort, HMIS QA requires support to perform assessment activities in accordance with applicable requirements.

1.1 OBJECTIVE

HMIS QA requires the services of an experienced subcontractor to provide support to the independent assessment and management/self assessment programs; performing audits, surveillances, management/self assessments, effectiveness reviews, and non-standard assessments.

1.2 DESCRIPTION OF WORK – GENERAL

The subcontractor shall provide technically qualified resources that work as a part of a team under the direct oversight of HMIS. Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS

Unless otherwise approved, the subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

Specifically, HMIS requires a subcontractor to provide: support to the assessment program; performing audits, surveillances, management/self-assessments, effectiveness reviews and non-standard assessments, on an annual basis.

The Subcontractor shall perform its work in accordance with the tasks as further described in Section 1.3 below. All surveillances documents developed shall be submitted via the DevonWay integrated Contractor Assurance System (iCAS) web-hosted software platform. Access to this system will be provided to the Subcontractor upon award of the subcontract.

1.3 DESCRIPTION OF WORK – SPECIFIC

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity includes the Subcontractor shall perform program assessments; perform audits, surveillances, management/self-assessments, effectiveness reviews and non-standard assessments, on an annual basis as further outlined in the Tasks below:

Task One –Quality Assurance Program Description (QAPD) Flow down Surveillance 1 (Section 25)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for sections 15, 16 and 25 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, interviews and review of in process work. Document the results of the surveillance in accordance with HMIS procedure No. HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Two – Quality Assurance Program Description (QAPD) Flow down Surveillance 2 (Sections 18, 21, and 22)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for sections 18, 21, and 22 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Three – Quality Assurance Program Description (QAPD) Flow down Surveillance 3 (Sections 19 and 20)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for sections 19 and 20 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Four – Quality Assurance Program Description (QAPD) Flow down Surveillance 4 (Section 13)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for Section 13 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Five – Quality Assurance Program Description (QAPD) Flow down Surveillance 5 (Sections 4 and 7)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for sections 4 and 7 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Six – Quality Assurance Program Description (QAPD) Flow down Surveillance 6 (Section 3)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for section 3 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Seven – Quality Assurance Program Description (QAPD) Flow down Surveillance 7 (Sections 5, 6, and 17)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)* requirements into implementing procedures for sections 5, 6, and 17 of the QAPD:

Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).
Task Eight – Quality Assurance Program Description (QAPD) Flow down Surveillance 8 (Section 23)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, Quality Assurance Program Description (QAPD) requirements into implementing procedures for section 23 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Nine – Quality Assurance Program Description (QAPD) Flow down Surveillance 9 (Sections 1 and 2)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, Quality Assurance Program Description (QAPD) requirements into implementing procedures for sections 1 and 2 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Ten – Quality Assurance Program Description (QAPD) Flow down Surveillance 10 (Sections 11 and 12)

The Subcontractor shall perform a surveillance on the flow down of HMIS-PLN-QA-599, Quality Assurance Program Description (QAPD) requirements into implementing procedures for sections 11 and 12 of the QAPD: Plan and schedule the surveillance including developing a checklist or lines of inquiry; complete necessary document reviews, and review of in process work. Document the results of the surveillance in accordance with HMIS procedure HMIS-PRO-QA-9769, *Surveillance Process* and provide feedback to the assessed organization(s).

Task Eleven – Audit of Procurement and Control of Purchased Items/Services (Sections 4 and 7)

The Subcontractor shall perform as an auditor on an audit of Procurement and Control of Purchased Items: Assist in planning and development of the checklist or lines of inquiry; complete necessary document reviews, interviews and review of in process work. Document the results of the audit in a checklist and write up a summary of the review. The Subcontractor shall attend and provide input to entrance, exit, daily debriefs, and any additional meetings to support the audit.

2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

The specific deliverables, dates for completion, reviews, etc., are as follows:

2.1.1. Weekly Reports

The Subcontractor shall provide weekly status reports of all twelve (12) tasks defined above and the associated activities performed during the week.

Due Date: The weekly report shall be provided via e-mail to the Buyer's Technical Representative (BTR) and the Contract Specialist by 4:00 P.M. the last day of the Subcontractor's work week.

2.1.2. Surveillance Documents

All surveillance documents developed as a result of surveillances planned, performed, and results captured (hereby surveillance package) shall be submitted via the DevonWay iCAS web-hosted software platform. This shall include all back-up documents to support the surveillance activities and outcomes.

Due Date: Surveillance documents, including all associated back-up documents as applicable, shall be submitted in accordance with Appendix B: Surveillance Document Schedule. A notification of submittal e-mail shall be provided to the BTR and the Contract Specialist upon submittal of each surveillance package.

Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).

2.2 Submittals

If the SOW requires the submittal of Subcontractor Information, the following apply:

- The following items shall be submitted to the submittal e-mail address as indicated in Appendix A, Submittal Register. The Subcontractor shall include the Contract Specialist and Buyer's Technical Representative (BTR) on the transmittal
 - Audit of Corrective Action and Non-Conformance Reports (NCR) – Completed checklist
 - Audit of Procurement and Control of Purchased Items/Service – Completed checklist
- The Subcontractor submittals identified herein and summarized on the Submittal Register shall be submitted by the Subcontractor using the [Contractor Document Submittal Form \(CDSF\)](#)

See: <http://www.hanford.gov/pmm/page.cfm/Construction>.

Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).

3 PLACE OF PERFORMANCE

Will work be performed on the Hanford site: No-Work shall be performed offsite at the primary place of business, or other location as designated by the subcontractor.

However, as dictated by the needs of the assessment activities, the Subcontractor may be required to observe activities on the Hanford site.

3.1 Onsite Work Location/Potential Access Requirements

The primary work location under this subcontract shall be via telework in accordance with the Subcontractors internal policies. Work may be performed from a remote location, except when the assessment scope requires direct observation.

The scope of particular tasks (as detailed in Section 1.3 above) may require periodic visits to the Hanford Site. Identification of specific locations and dates/times of visits will be determined and agreed to by the assessor and the responsible manager for the relevant scope, with BTR concurrence.

3.2 Site Access And Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

On-site work performed outside normal operating hours shall be coordinated and/or approved through the BTR and

the Contract Specialist prior to performing the work.

3.3 Badging

For any on-site work, see On-Site Services Special Provisions for details. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

4 REQUIREMENTS

The requirements listed below are to identify specific standards the subcontractor and subcontractor personnel will be obligated to work to in support of this statement of work.

4.1 Engineering Requirements

Engineering requirements applicable: No

4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the HMIS BTR to do a Job Hazard Analysis (JHA).

All Subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [HMIS-PRO-SP-13299](#), *Hazard Communication*. See [HMIS-PRO-SP-10468](#), *Chemical Management Process*, for more information.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [HMIS-PRO-SP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://hmis.hanford.gov/page.cfm/SubcontractorForms/StandardForms> . The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **No**

4.3 Quality Assurance Requirements

The work activities for this Statement of Work (SOW) has been designated as a Quality Level F - Q Level 3 - GS. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW. Quality assurance requirements for this scope are detailed in Table 1.

Table 1. Quality Assurance Requirements

	Number	Title
1.	HMIS-PLN-QA-599	Quality Assurance Program Description
2.	ASME NQA-1	Quality Assurance Requirements for Nuclear Facility Applications, 2008 with 2009 Addenda
3.	DOE O 414.1D	Quality Assurance
4.	DOE O 226.1B	Implementation of Department of Energy Oversight Policy
5.	ISO 14001:2015	Environmental Management
6.	ISO 9001:2015	Quality Management System
7.	ISO 17025:2017	General requirements for the competence of testing and calibration laboratories
8.	HMIS-PRO-QA-9662	Independent Assessment Process
9.	HMIS-PRO-QA-9769	Surveillance Process

5 ACCEPTANCE CRITERIA

Work products submitted as a result of the tasks above shall be accurate, complete and free of any errors or omissions. All documents shall comply with established procedures and processes and shall contain the associated back-up necessary to fully document the outcome results of surveillances and assessments.

Documents shall provide objective evidence that the assessment checklist, Performance Objectives and Criterion (PO&C) and/or Lines of Inquiry (LOIs) have been completed or evaluated and all finding and opportunities for improvement identified throughout the assessment are documented within the subsequent report(s). All required fields within the software system or document shall be completed accurately.

Documents shall be provided in accordance with the schedule as defined in Appendix B.

6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.

6.2 Applicable Standards

There are no additional specific applicable standards identified for this SOW beyond those detailed in section 4.3 above.

6.3 Verification/Hold Points

Not applicable.

7 QUALIFICATIONS

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their work at the Hanford site. Additionally, the subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine the subcontractor qualified to perform the scope of work as outlined, the subcontractor must have the following qualifications (subcontractor personnel experience/qualifications demonstrated on submitted resumes may be counted towards overall subcontractor qualification requirements):

- The Subcontractor shall possess an International Organization for Standardization (ISO) 14001:2015 Certification as an Environmental Management System Auditor.
- The Subcontract shall possess certifications as a lead auditor in either NQA-1, ISO 14001, ISO 9001 or equivalent.
- The Subcontractor shall have demonstrated experience with internal assessments in the following areas:
 - National Electrical Reliability Corporation (NERC) audits,
 - ISO-14001 Environmental Management Systems internal audits,
 - Department of Transportation (DOT) compliance,
 - Occupational Safety and Health Administration (OSHA) compliance,
 - Effectiveness reviews of corrective action plans,
 - Review and resolution of employee complaints,
 - and/or other performance and regulatory compliance audits.

This shall be demonstrated a combination of any of the following

- A minimum 2 years' experience supporting the below types of assessments or work activities:
 - Environmental, Safety, Health, Quality and Engineering projects;
 - Readiness and Performance Assurance Support projects;
 - Project management support to Department of Energy (DOE) projects;

AND

- A minimum 5 years' experience for the following:
 - Nuclear industry experience;

- Technical writing, including developing assessment reports;

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8 SPECIAL REQUIREMENTS

Not applicable.

8.1 Training

The following types of training are required:

1. HGET/HMISGET General Employee Training or Hanford Site Orientation.
2. In addition to the training as specified in item 1 above, Table 2 provides the specific training required for this work.

Table 2. Training

	Number	Course Title	Estimated Hours
1.	170039	Surveillance Methodology	4 hours
2.	170430	Management Assessment	1 hour
3.	170724	Suspect/Counterfeit Items	1 hour
4.	110006	Privacy Awareness	1 hour

The subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after award, the subcontractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation so that crews will be eligible for work on site. The badging request is required, because without it an HID# cannot be assigned, and therefore training and medical evaluations cannot be easily coordinated and scheduled.

8.2 Use of Government Vehicles

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally modified so by the parties and the employee(s) will present a valid driver's license to the BTR for review.

8.3 Government Property

Government Property is not anticipated to be furnished to or acquired by Subcontractor under this SOW.

8.4 Hanford System Access Requirements

The following systems shall be utilized to perform the work described (see Table 3). For those systems which HMIS will be responsible for (hereby HMIS Operated System), HMIS will operate, manage, maintain and authorize access for Subcontractor personnel. The Subcontractor shall identify each of its personnel who will require access to the HMIS operated system.

For those systems which the Subcontractor shall be responsible for (hereby Subcontractor Operated System), The

Subcontractor shall be responsible for the operation, management, maintenance, and access authorization for these systems.

HMIS personnel shall have unlimited access to the below named Subcontractor Operated Systems, through the period of performance of the Subcontract.

Table 3. Systems

	System Description	HMIS Operated System	Subcontractor Operated System
1.	HLAN	Yes	No
2.	DevonWay iCAS	Yes	No
3.	HMIS Procedure System	Yes	No
4.	Hanford Site Forms	Yes	No
5.	Required Reading	Yes	No

8.5 Electrical Components

Not Applicable.

8.6 Section 508 of Rehabilitation Act Applicability

Not Applicable.

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work will not require access authorization (security clearance).

10 MEETINGS

10.1 Meetings

After subcontract award, the subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the subcontractor by HMIS.

The subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the subcontractor to attend all meetings shall have all required authority to make decisions and commit subcontractor to technical decisions made during meetings.

HMIS will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, HMIS will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and HMIS. Invited attendees will include HMIS, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.

- **PROGRESS MEETINGS** - HMIS will conduct a progress meeting at time and Hanford Site location determined by HMIS. Invited attendees will include HMIS, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual man-hours expended versus planned and scheduled progress versus actual progress giving details of Work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides details of how the Work will be completed.

11 INTERFACE/NOTIFICATIONS

- A. A BTR will be designated for the subcontract/ subcontract release.
- B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

- C. The work will be inspected daily/periodically by the BTR.
- D. The subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to subcontractor-owned property or equipment. The subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.
- E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the subcontractor is to immediately contact the BTR. If, after several attempts, the subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the subcontractor is advised to suspend activities, the subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.
- F. Prior to work in the field, subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

12 APPENDICES

Appendix A: Submittal Register

Appendix B: Surveillance Document Schedule